

Message Text

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ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 L-03 OPR-02 OMB-01 PPTE-00 SCA-01

SCSE-00 SNM-02 SY-05 VOE-00 /028 W

----- 041388

R 011615Z AUG 75

FM AMCONSUL BREMEN

TO SECSTATE WASHDC 1726

UNCLAS SECTION 1 OF 2 BREMEN 0385

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REFERENCE: STATE 172353

1. RECORD SYSTEM DESCRIPTIONS AS REQUESTED IN REFTEL:

A. I. NAME OF RECORD: U.S. CITIZEN REGISTRATION FILES.

II. CATEGORY OF INDIVIDUAL: NAMES OF U.S. CITIZENS
REGISTERED WITH POST AS PERMANENT OR TEMPORARY RESIDENTS OF
CONSULAR DISTRICT.

III. CATEGORY OF RECORD:

A. TEMPORARY RESIDENTS: NAME OF CITIZEN; DATE AND
PLACE OF BIRTH; U.S., LOCAL AND PERMANENT ADDRESSES; INTENDED
LENGTH OF STAY; U.S. AND LOCAL CONTACTS IN CASE OF EMERGENCY;
PLACE, DATE OF ISSUE AND NUMBER OF PASSPORT; SOCIAL SECURITY
NUMBER (VOLUNTARY ONLY).

B. PERMANENT AND LONG-TERM RESIDENTS: SAME AS
ABOVE PLUS PASSPORT/CITIZENSHIP INFORMATION NECESSARY FOR
ISSUANCE OF NEW PASSPORTS AND RESOLUTION U.S. CITIZENSHIP
ELIGIBILITY.

IV. AUTHORITY: 22 CFR 33 FOR PASSPORT/CITIZENSHIP

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INFORMATION AND 8 FAM 261.82 FOR REGISTRATION INFORMATION.

V. ROUTINE USES: INTERNAL REVENUE SERVICE REPRESENTATIVES OCCASIONALLY REQUEST LOCAL ADDRESS INFORMATION IN ORDER TO MAKE CONTACT WITH U.S. CITIZENS RE U.S. INCOME TAX MATTERS.

VI. RECORD MANAGEMENT POLICY AND PRACTICE:

A. INFORMATION STORED ON FIVE-BY-EIGHT INCH CARDS.

B. SYSTEM INDEXED BY NAME AND BROKEN DOWN INTO ACTIVE AND INACTIVE CARDS (SEE D BELOW).

C. ONLY AUTHORIZED STATE AND FSL PERSONNEL HAVE ACCESS TO SYSTEM WHICH IS STORED IN BAR-LOCK CABINET.

D. SYSTEM REVIEWED ANUALLY. CARDS PUT IN INACTIVE SECTION OF SYSTEM FOR DESTRUCTION FIVE CALENDAR YEARS FROM DATE OF DEPARTURE OF CITIZEN FROM CONSULAR DISTRICT OR DEATH OF CITIZEN. IN SPECIAL CASES (EG., WHERE DECEASED U.S. CITIZEN'S RELATIVES REMAIN IN CONSULAR DISTRICT) CARDS KEPT TEN YEARS BEFORE DESTRUCTION.

VII. SYSTEM MANAGER: FSO IN CHARGE OF CONSULAR SECTION.

VIII. SOURCES: DEPARTMENT OF STATE PASSPORT AND CITIZENSHIP OFFICE, AND LOCAL GOVERNMENT AUTHORITIES (EG., BIRTH REGISTRATION OFFICES, HOSPITALS, AND NATURALIZATION OFFICES) AS APPROPRIATE TO RESOLVE U.S. CITIZENSHIP CLAIMS.

B. I. NAME OF RECORD: ARRESTS OF U.S. CITIZENS.

II. CATEGORY OF INDIVIDUAL: NAMES OF U.S. CITIZENS ARRESTED WITHIN CONSULAR DISTRICT.

III. CATEGORY OF RECORD: COURT OR POLICE NOTIFICATION TO POST OF ARREST OF CITIZEN; CORRESPONDENCE BETWEEN CITIZEN AND POST; CORRESPONDENCE BETWEEN POST AND LEGAL COUNSEL, RELATIVES OR FRIENDS OF PERSON ARRESTED; COURT/POLICE NOTIFICATION OF DISPOSITION OF CASE.

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IV. AUTHORITY: RELEASE OF INFORMATION IS GIVEN THE SAME CONSIDERATION AS FOUND IN 8 FAM 261.82.

V. ROUTINE USES: IN DRUG-RELATED CASES, INFORMATION AVAILABLE TO DRUG ENFORCEMENT AGENCY.

VI. RECORD MANAGEMENT POLICY AND PRACTICE:

A. INFORMATION STORED IN FILE FOLDERS.

B. SYSTEM INDEXED BY NAME AND YEAR.

C. ONLY AUTHORIZED STATE AND FSL PERSONNEL HAVE
ACCESS TO SYSTEM WHICH IS STORED IN BAR-LOCK FILE CABINETS.

D. FILE DESTROYED ONE YEAR AFTER CASE IS CLOSED.

VII. SYSTEM MANAGER: FSO IN CHARGE OF CONSULAR SECTION.

VIII. SOURCES: ALL SOURCES MENTIONED IN III ABOVE.

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SCSE-00 SNM-02 SY-05 VOE-00 /028 W

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R 011615Z AUG 75

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C. I. NAME OF RECORD: WELFARE AND WHEREABOUTS FILES
OF U.S. CITIZENS.

II. CATEGORY OF INDIVIDUAL: NAMES OF U.S. CITIZENS
IN CONSULAR DISTRICT IN MATTERS RELATING TO DESTITUTION,
REPATRIATION, AND WELFARE-AND-WHEREABOUTS.

III. CATEGORY OF RECORD:

A. DESTITUTION AND REPATRIATION: ALMOST ALWAYS
INITIATED BY CITIZENS CONCERNED ALTHOUGH SOMETIMES INITIATED
BY LOCAL GOVERNMENT AGENCIES (WELFARE OFFICE, ETC.) OR PRIVATE
INDIVIDUALS ON BEHALF OF U.S. CITIZENS. SUCH CASES OFTEN
INCLUDE CORRESPONDENCE BETWEEN THE CITIZEN AND POST, POST AND
RELATIVES AND FRIENDS AS APPROPRIATE, AND LOCAL WELFARE
AUTHORITIES.

B. WELFARE AND WHEREABOUTS: FILES INITIATED BY THE CITIZEN IN QUESTION, RELATIVES OR FRIENDS, OR LOCAL WELFARE AGENCIES. IN THE CASE OF ILLNESS, FILES MAY INCLUDE MEDICAL INFORMATION FROM DOCTORS, HOSPITALS OR WELFARE AUTHORITIES. POLICE AUTHORITIES ALSO MAY GENERATE CORRESPONDENCE REGARDING RESIDENCY REQUIREMENTS REGARDING THE PERSON IN QUESTION.

IV. AUTHORITY: RELEASE OF INFORMATION IS GIVEN THE SAME CONSIDERATION AS FOUND IN 8 FAM 261.82.

V. ROUTINE USES: VETERANS AND SOCIAL SECURITY
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ADMINISTRATIONS MAY BE CONTACTED BY POST ON BEHALF OF CITIZEN IF APPROPRIATE, PARTICULARLY WHEN GOVERNMENT CHECKS FROM THOSE AGENCIES ARE NOT RECEIVED OR CITIZEN FEELS THAT HE HAS CLAIM TO ONE OF THOSE AGENCIES.

VI. RECORD MANAGEMENT POLICY AND PRACTICE:

A. INFORMATION STORED IN FILES.

B. SYSTEM INDEXED BY NAME AND YEAR.

C. ONLY AUTHORIZED STATE AND FSL PERSONNEL HAVE ACCESS TO SYSTEM WHICH IS STORED IN BAR-LOCK CABINET.

D. FILES DESTROYED ONE YEAR AFTER CASE IS CLOSED.

VII. SYSTEM MANAGER: FSO IN CHARGE OF CONSULAR SECTION.

VIII. SOURCES: SOURCES STATED IN III ABOVE.

D. I. NAME OF RECORD: DEATH-AND-ESTATE RECORDS OF U.S. CITIZENS.

II. CATEGORY OF INDIVIDUAL: NAMES OF U.S. CITIZENS WHO DIE IN CONSULAR DISTRICT OR WHO MAY HAVE LEFT ESTATES IN CONSULAR DISTRICT.

III. CATEGORY OF RECORD: INFORMATION REGARDING THE CIRCUMSTANCES OF DEATH OF U.S. CITIZENS WHO DIE IN CONSULAR DISTRICT AND INFORMATION REGARDING THE ESTATES LOCATED IN CONSULAR DISTRICT OF DECEASED U.S. CITIZENS. FILES GENERATED BY RELATIVES, FRIENDS AND CIVIL AUTHORITIES WHO INFORM POST OF DEATH OR MAKE INQUIRIES REGARDING ESTATES OF U.S. CITIZENS.

IV. AUTHORITY: RELEASE OF INFORMATION GIVEN SAME

CONSIDERATION AS FOUND IN 8 FAM 261.82.

V. ROUTINE USES: AUTHORIZED PERSONS -- RELATIVES,
LAWYERS, AND CIVIL AUTHORITIES -- WHO HAVE AN APPROPRIATE
INTEREST IN THE CASE.

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VI. RECORD MANAGEMENT POLICY AND PRACTICE:

A. INFORMATION CONTAINED IN FILE FOLDERS.

B. SYSTEM INDEXED BY NAME.

C. ONLY AUTHORIZED STATE AND FSL PERSONNEL HAVE
ACCESS TO SYSTEM WHICH IS STORED IN BAR-LOCK CABINET.

D. FILE IS DESTROYED FIVE YEARS AFTER CASE IS CLOSED.

VII. SYSTEM MANAGER: FSO IN CHARGE OF CONSULAR SECTION.

VIII. SOURCES: SOURCES ARE LOCAL CIVIL AUTHORITIES AND
FRIENDS/RELATIVES OF THE DECEASED.

2. NON-IMMIGRANT VISA RECORDS: POST'S NIV FILES (INDEXED
BY NAME, VISA CATEGORY AND YEAR) MOST CERTAINLY CONTAIN NAMES
OF INDIVIDUALS WHO, SUBSEQUENT TO THE TENDERING OF A GIVEN
VISA APPLICATION, MAY HAVE SINCE BECOME CITIZENS OR RESIDENT
ALIENS OF THE UNITED STATES. HOWEVER, FILES CANNOT IDENTIFY
THESE INDIVIDUALS UNLESS COORDINATED WITH CHANGE OF STATUS
NOTIFICATIONS RECEIVED FROM THE IMMIGRATION AND NATURALIZATION
SERVICE. POST THEREFORE DOES NOT FEEL THESE FILES APPLICABLE
TO REQUESTED RECORD SYSTEM DESCRIPTIONS. USENIK

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Message Attributes

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Channel Indicators: n/a
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Concepts: n/a
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Draft Date: 01 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750266-0633
From: BREMEN
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750887/aaaaczci.tel
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Original Classification: UNCLASSIFIED
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To: STATE
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Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006